



## City of Austin - JOB DESCRIPTION



### Austin Water Utility Electrician III

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(70) Skill Craft
<b>Class Code:</b>	19381	<b>Salary Grade:</b>	WG8
<b>Approved:</b>	September 12, 2014	<b>Last Revised:</b>	September 17, 2014

#### Purpose:

Under minimal supervision, responsible for leading crews and performing senior journeyman level tasks in the repair and installation of 15kv electrical substation switchgear and distribution systems, 600v-5kv motors and motor controls, treatment process equipment and control systems and lighting systems within Austin Water Utility treatment process facilities and remote locations.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Plan, organize, schedule and lead crews in the completion of assigned work orders, including making materials ready performing quality inspections, preparing switching requests, preparation of as-built markups and other tasks as necessary.
2. Communicate with customers to explain the purpose of activities that impact services.
3. Train others to apply sound electrical maintenance and construction techniques in high medium and low voltage electrical distribution systems as well as low voltage process control systems.
4. Communicate with supervisor regarding work order planning and status or other issues as needed
5. Monitor compliance and communicate safety issues to personnel
6. Perform complex electrical diagnostics, calibrations, maintenance and repairs on 2.5kv to 15kv substation switchgear, distribution equipment, protective relays, breakers, battery banks and capacity trip systems.
7. Perform complex diagnostics, maintenance and repairs on 600v-5kv motors and motor control systems
8. Perform complex diagnostics, maintenance and repairs on various types of process control systems related to treatment plant facilities.
9. Repair and install electrical distribution and critical treatment process equipment
10. Repair various lighting systems using bucket truck as needed.
11. Perform preventative maintenance on all electrical equipment for treatment plant and remote location facilities while adhering to Austin Water Utility standard operating procedures and safety protocols.
12. Coordinate 15kv switching for maintenance repairs and power outages with electrical utility providers and Austin Water Utility facilities during electrical outages or switching.
13. Participate in on-call program and scheduled/unscheduled overtime
14. Maintain records of electrical maintenance activities.
15. Assist in completing vehicle condition and collision reports

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Provide leadership, work assignments, evaluation, training, and guidance to Utility Electricians

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of safety rules and procedures when working with energized electrical systems
- Knowledge of OSHA safety regulations
- Knowledge of Utility design and safety standards
- Knowledge of installation, operation, and maintenance of electrical equipment and instruments.
- Knowledge of the laws, theories, rules, and standards pertaining to electrical construction and maintenance, including maintenance and repair of electrical substation and utility distribution systems..
- Knowledge of city practice, policy and procedures.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in planning and organizing.
- Skill in using computers and related software.
- Ability to read, interpret, and modify blueprints, schematics and diagrams..
- Ability to respond quickly and perform strenuous work under emergency and all weather conditions.
- Ability to establish and maintain good working relationships with other city employees and the general public.
- Ability to communicate effectively to subordinates, management and customers

#### Minimum Qualifications:

Graduation from High School Graduation or equivalent plus six (6) years of related experience in electrical installations and diagnostics, including two (2) years of directly related utility electrical experience

**Licenses and Certifications Required:**

Must possess a State of Texas Journeyman Electrician License  
A valid Texas Class "C" Driver License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.